

State of Illinois
Department of Transportation
Bureau of Materials and Physical Research

POLICY MEMORANDUM

January 1, 2005	Springfield	05-02
-----------------	-------------	-------

TO: REGIONAL ENGINEERS AND HIGHWAY BUREAU CHIEFS

SUBJECT: MINIMUM REQUIREMENTS FOR CONSTRUCTION MATERIALS
TESTING LABORATORIES - DEPARTMENT OPERATED LABORATORIES

1.0 SCOPE

- 1.1 This policy governs the minimum qualifications for materials testing laboratories operated by the Department. It applies to soils, aggregate, hot-mix asphalt (HMA), and portland cement concrete (PCC) laboratories. Federal regulations require the use of "qualified laboratories" for acceptance testing.

2.0 REFERENCED DOCUMENTS

- A. IDOT Standard Specifications for Road and Bridge Construction.
- B. IDOT Manual of Test Procedures for Materials.
- C. IDOT QC/QA Specifications for Hot-Mix Asphalt and Portland Cement Concrete.
- D. AASHTO, ASTM, and IDOT Test Procedures.
- E. Code of Federal Regulations (23 CFR Part 637).
- F. Department Policy MAT-15, "Quality Assurance Procedures for Construction."

3.0 DEFINITIONS

AASHTO R 18 - The AASHTO Standard for "Establishing and Implementing a Quality System for Construction Materials Laboratories." This is FHWA's standard for central laboratories of state transportation departments (STD). AASHTO R 18 shall be the pattern used by the Bureau of Materials and Physical Research (BMPR) to administer the qualified laboratory program for District and branch laboratories.

BMPR LABORATORY - The Department's central laboratory for the state, maintained and operated by the Bureau of Materials and Physical Research. The state central laboratory, located in the Bureau of Materials and Physical Research, shall maintain accreditation by AMRL and CCRL.

DEPARTMENT - Illinois Department of Transportation (IDOT), including its Districts and Central Bureau offices.

DISTRICT LABORATORY - A state operated laboratory used for design, quality control, quality assurance, independent assurance, or acceptance testing. This includes soils, aggregate, HMA, and PCC testing facilities. District laboratories are required to be "qualified" (see following definition). The BMPR laboratory shall administer the qualified laboratory program for District and branch laboratories.

QUALIFIED LABORATORIES - Laboratories that are capable as defined by appropriate programs established by each STD. As a minimum, the qualification program shall include provisions for checking test equipment and the laboratory shall keep records of calibration checks. (23 CFR 637.203.)

QUALIFIED PERSONNEL - Personnel with demonstrated and documented capability to perform the applicable tests. The minimum requirement for testing personnel for aggregate, PCC, or HMA projects is successful completion of the appropriate QC/QA Trained Technician classes.

4.0 DISTRICT AND BRANCH LABORATORY REQUIREMENTS

4.1 PERSONNEL QUALIFICATIONS

- 4.1.1 Each laboratory shall have a technical manager (however named) who has overall responsibility for the technical operations of the laboratory.
- 4.1.2 All quality assurance and independent assurance testing for QC/QA contracts shall be performed by technicians trained under the Department's Trained Technician Program. Training information is available from the Department's Trained Technician Data Base.

4.2 TESTING CAPABILITY

- 4.2.1 Each District shall maintain qualified laboratories for each required test identified in Table 1. If a District operates branch laboratories, it is not necessary that all tests be performed at each facility.
- 4.2.2 Each District may have additional testing capabilities, including those optional tests listed in Table 1.
- 4.2.3 All test procedures shall be performed as specified in the current Manual of Test Procedures for Materials.

4.3. EQUIPMENT CALIBRATION & VERIFICATION

- 4.3.1. All equipment shall be calibrated and/or verified by the laboratory at a minimum frequency. Table 2 includes a suggested frequency for most laboratory equipment. Heavy use, or specific test requirements may justify more frequent checks.
- 4.3.2 Documentation of calibration shall be maintained for a minimum period of three years. Certain test procedures may require extended records retention.

4.3.3 Calibration records shall include the following minimum information:

1. Description.
2. Model & Serial Number.
3. Name of person who did calibration.
4. Calibration equipment used (e.g., standard weights, proving rings, thermometers).
5. Last date calibrated & next due date.
6. Reference procedure used.
7. Results of calibration /verification.
8. Maintain documentation.

4.4 DISTRICT LABORATORY INSPECTIONS

4.4.1 BMPR will conduct inspections of District and branch laboratories on a biennial basis. The inspections will include:

- Facilities - An evaluation of the physical and environmental condition of the facility.
- Equipment - An inspection of test apparatus for specification compliance.
- Documentation - A review of calibration and verification records.
- Personnel - A review of the credentials of the technicians in each laboratory.
- Observation - The District may be required to demonstrate all "required" tests as well as any "optional" tests, if performed (See Table 1). Some test procedures, such as field tests, may be evaluated through discussion with District materials personnel.
- Report - The District will be provided with a report listing those tests for which the District is approved. The inspection report will note if a "required" test is not performed by all laboratories in a District. In that case, the laboratory should not perform the test for design or construction purposes.
- Deficiencies - The BMPR report will also note deficiencies. District and branch laboratories shall correct documented deficiencies. Any uncorrected deficiencies may be waived only with the written approval of the Engineer of Tests within BMPR.

4.5 PROFICIENCY TESTING

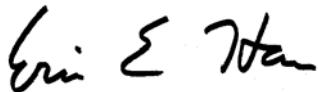
4.5.1 Laboratory qualifications may include round-robin proficiency testing conducted by BMPR. Results of proficiency testing shall be considered in the overall evaluation of the laboratory to conduct specific tests. (e.g., the superpave gyratory compactor and binder ignition oven may be approved through round robin proficiency testing.)

5.0 LABORATORY INSPECTION DATA BASE

5.1 BMPR will maintain a computer data base to monitor the approval status of state and private testing laboratories. The information will include the following information:

1. Laboratory Codes (State, Producer, Independent, etc.)
2. Responsible District
3. Type of Laboratory (Agg, HMA, PCC, Soils, Other)
4. Demographics (Address, etc.)
5. Contact Name and Title
6. Date Inspected
7. Date Approved

This Policy Memorandum supersedes Policy Memorandum 98-8, effective April 1, 1998.



Eric E. Harm, P.E.
Engineer of Materials
and Physical Research

Attachments

DAD/kkt

TABLE 1
MINIMUM DISTRICT LABORATORY TESTS

STANDARD (IL Modified)	REQ'D	Optional	DESCRIPTION
AGGREGATE TESTS			
AASHTO T 2 (IL)	✓		Sampling of Aggregates
AASHTO T 11 (IL)	✓		Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing
AASHTO T 19 (IL)		✓	Unit Weight and Voids in Aggregate
AASHTO T 27 (IL)	✓		Sieve Analysis of Fine and Coarse Aggregates
AASHTO T 37		✓	Sieve Analysis for Mineral Filler
AASHTO T 84 (IL)		✓	Specific Gravity and Absorption of Fine Aggregate
AASHTO T 85 (IL)		✓	Specific Gravity and Absorption of Coarse Aggregate
AASHTO T 248 (IL)	✓		Reducing Field Samples of Aggregate to Testing Size
AASHTO T 255 (IL)	✓		Total Moisture Content of Aggregate by Drying
HOT MIX ASPHALT TESTS			
AASHTO T 30 (IL)	✓		Mechanical Analysis of Extracted Aggregate
AASHTO T 164 (IL)	✓		Quantitative Extraction of Bitumen from Bituminous Paving Mixtures
AASHTO T 166 (IL)	✓		Bulk Specific Gravity of Compacted Bituminous Mixtures Using Saturated Surface-Dry Specimens
AASHTO T 209 (IL)	✓		Maximum Specific Gravity of Bituminous Paving Mixtures
AASHTO T 245 (IL)		✓	Resistance to Plastic Flow of Bituminous Mixtures Using Marshall Apparatus
AASHTO T 283 (IL)	✓		Resistance of Compacted Bituminous Mixture to Moisture Induced Damage
AASHTO T 287 (IL)		✓	Procedure for Asphalt Content of Bituminous Concrete Mixtures by the Nuclear Method (Prior HMA QC/QA stand-alone document)
AASHTO T 308 (IL)	✓		Asphalt Binder Content of Hot-Mix Asphalt by the Ignition Method
AASHTO T 312 (IL)	✓		Preparing and Determining the Density of HMA Specimens by Means of the Superpave Gyratory Compactor
ASTM D 2950 (IL)	✓		Standard Test Method for Determination of Density of Bituminous Concrete In-Place by Nuclear Method
SOILS TESTS			
AASHTO T 87	✓		Dry Preparation Disturbed Soil and Soil Aggregate Samples for Test
AASHTO T 88	✓		Particle Size Analysis of Soils
AASHTO T 89	✓		Determining the Liquid Limits of Soils
AASHTO T 90	✓		Determining the Plastic Limit and Plasticity Index of Soils
AASHTO T 99	✓		Moisture -Density Relationships of Soils
AASHTO T 100	✓		Specific Gravity of Soils

TABLE 1 (CONTINUED)
MINIMUM DISTRICT LABORATORY TESTS

STANDARD (IL Modified)	REQ'D	Optional	DESCRIPTION
AASHTO T 134		✓	Moisture-Density Relations of Soil-Cement Mixtures
AASHTO T 135		✓	Wetting-and-Drying Test of Compacted Soil-Cement Mixtures
AASHTO T 136		✓	Freezing-and-Thawing Tests of Compacted Soil-Cement Mixtures
AASHTO T 146		✓	Wet Preparation of Disturbed Soil Samples for Test
AASHTO T 180 (IL)		✓	Moisture-Density Relations of Soils Using a (4.55-kg) 10-lb. Rammer and an (457-mm) 18-in. Drop
AASHTO T 191		✓	Density of Soil In-Place by the Sand Cone Method
AASHTO T 208		✓	Unconfined Compressive Strength of Cohesive Soil
AASHTO T 216		✓	One-Dimensional Consolidation Properties of Soil
AASHTO T 217		✓	Determination of Moisture in Soils by Means of a Calcium Carbide Gas Pressure Moisture Tester
AASHTO T 223		✓	Field Vane Shear Test in Cohesive Soil
AASHTO T 224	✓		Correction for Coarse Particles in the Soil Compaction Test
AASHTO T 254		✓	Installing, Monitoring, and Processing Data on the Traveling Type Slope Inclinator
AASHTO T 265	✓		Laboratory Determination of Moisture Content in Soils
AASHTO T 296		✓	Standard Method of Test for Unconsolidated, Undrained, Compressive Strength of Cohesive Soils in Triaxial Compression
AASHTO T 297		✓	Consolidated, Undrained Triaxial Compressive Test of Cohesive Soils
Illinois IBR		✓	(Refer to Geotechnical Manual)
PC CONCRETE TESTS			
AASHTO T 22 (IL)	✓		Compressive Strength of Cylindrical Concrete Specimens
AASHTO T 23 (IL)	✓		Making and Curing Concrete Test Specimens in the Field
AASHTO T 97		✓	Flexural Strength of Concrete (Using Simple Beam with Third-Point Loading)
AASHTO T 119 (IL)	✓		Slump of Portland Cement Concrete
AASHTO T 121 (IL)	✓		Weight per Cubic Foot, Yield, and Air Content
AASHTO T 126		✓	Making and Curing Concrete Test Specimens in the Laboratory
AASHTO T 141 (IL)	✓		Sampling Fresh Concrete
AASHTO T 152 (IL)	✓		Air Content of Freshly Mixed Concrete by the Pressure Method - Type A Air Meter (Type B Air Meter - optional)
AASHTO T 177 (IL)	✓		Flexural Strength of Concrete - Hand Pump Breaker (Mechanical Breaker - optional)
AASHTO T 196 (IL)		✓	Air Content of Freshly Mixed Concrete By the Volumetric Method
AASHTO T 197		✓	Time of Setting of Concrete Mixtures by Penetration Resistance
AASHTO T 231		✓	Capping Cylindrical Concrete Specimens
AASHTO T 309	✓		Temperature of Freshly Mixed PCC
AASHTO T 318 (IL)		✓	Water Content of Freshly Mixed Concrete Using Microwave Oven Drying
IL Test Procedure 301		✓	Fine Aggregate Moisture Content by Flask Method
IL Test Procedure 302		✓	Aggregate Specific Gravity and Moisture Content by Dunagan Method
IL Test Procedure 303		✓	Aggregate Moisture Content by Pycnometer Jar Method
IL Test Procedure 306		✓	Voids Test of Coarse Aggregate for Concrete Mixtures

TABLE 2
EQUIPMENT CALIBRATION SCHEDULE

EQUIPMENT	REQUIREMENT	MAXIMUM INTERVAL (MONTHS)
Aggregate & General		
Unit Weight Measures	Calibrate	12
General Purpose Balances, Scales, Weights	Verify 1 Point Verify	12 1 per week
Mechanical Shakers	Check Sieve Thoroughness	12
Ovens	Verify Temperature Settings	4
Sieves	Check Physical Condition	6
Thermometers	Verify	6
PCC		
Air Meters (Pressure Type)	Calibrate During Use Calibrate	3 (Type B) 12 (Type A)
Air Meters (Volumetric Type)	Calibrate	12
Compression & Flexural Testing Machine	Verify Load Indications	12
Capping Material	Check Strength	3 or New Shipment
Slump Cones	Check Critical Dimensions	12
Metallic Reusable Molds	Check Critical Dimensions	12
Single Use Molds	Check Dimensions	Each Shipment
Moist Room/Storage Tanks Recording Thermometer or Max/Min Thermometer	Calibrate	6 Months
HMA		
Gyratory Compactor	Verification	1 During use
Marshall Hammer	Check Physical Condition	12
	Calibrate	36
Ignition Furnace	Calibrate	Each mix
Vacuum Pump	Check Pressure	12
Stability Machine	Verify Load Indications	12
Timers	Check Accuracy	6
Molds, Breaking Heads	Check Critical Dimensions	12
Pycnometers	Ck. Critical Dimensions & Physical Condition	12
Mixers	Check Physical Condition	12
Water Baths	Check Temperature	8
Extraction Equipment	Check Physical Condition	12
SOILS		
Compression loading device	Verify Load Indications	12
Mechanical Compactor	Calibrate	12
CA Kneading Compactor	Calibrate	12
Vacuum System	Check Pressure	24
Molds	Ck. Critical Dimensions	12
Manual Hammer	Ck. Wt. & Critical Dimensions	12
Liquid Limit Device	Ck. Wt. & Critical Dimensions	12
Grooving Tool	Ck. Wt. & Critical Dimensions	12
Hydrometers	Ck. Critical Dimensions	24
Straightedge	Ck. Planeness of Edge	6
Weighted Foot Assembly	Ck. Wt.	12
CBR Annular and Slotted Wts.	Ck. Wt.	12
CBR Penetration Piston	Ck. Diameter	12
Standard Metal Specimen	Ck. Outside Diameter	12
Metal Follower	Ck. Diameter	12